

Safeguarding Support Officer

Level 3



1 *What the* ROLE ENTAILS

Safeguarding Support Officers work alongside designated safeguarding leads to support and enable their employing organisation to safeguard the vulnerable populations they work with. A safeguarding support officer will be the first point of contact for a safeguarding concerns, conducting initial risk assessments, triaging, and signposting to the most appropriate person or external agency if appropriate. They will maintain accurate documentation of decisions and advice given, according to relevant policies.

This occupation is found in a range of public, private, and voluntary sector organisations to support statutory safeguarding responsibilities to be fulfilled and demonstrate how organisations work to protect an individual's health, wellbeing and human rights; enabling individuals to live free from harm, abuse and neglect.

2 *On-programme* ASSESSMENT

Before entering Gateway, the apprentice must complete the on-programme assessment requirements:

- Programme duration typically 18 months (not including EPA period).
- Training to develop the occupation standard's knowledge, skills and behaviours (KSBs)
- Compiling a portfolio of evidence.
- English and Maths at Level 2. Certificates or valid exemptions.



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3 Gateway REQUIREMENTS

Confirmation that the employer is satisfied the apprentice is consistently working at, or above, the level of the occupational standard.
Submission of the completed REPA form.

English and mathematics at Level 2 (certificates or valid exemptions)

Submission of a portfolio of evidence

4 End Point ASSESSMENT

Assessment method 1 - presentation with questions

The presentation and questions must last 45 minutes. This will typically include a presentation of 25 minutes and questioning lasting 20 minutes. The assessor will ask a minimum of 8 questions. The presentations with questions is graded as Fail, Pass or Distinction.

Assessment method 2 - professional discussion underpinned by a portfolio

This is a formal two-way conversation lasting 60 minutes. The assessor will ask a minimum of 12 questions allowing the apprentice to demonstrate their competency of the Knowledge, Skills and Behaviours mapped to this assessment method in the apprenticeship standard. The professional discussion is graded as Fail, Pass or Distinction

Performance in both assessments will determine the overall grade of: Fail, Pass, Merit or Distinction.

5 Completion & CERTIFICATION

We will activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this.

Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

Why choose Steadfast EPA?

We are an Ofqual approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support. We believe that we offer a premium service to our clients, combining excellent customer service with high quality, fair and robust end point assessments

To review the standard and assessment plan, follow the link below.

[Safeguarding Support Officer / Institute for Apprenticeships and Technical Education](#)



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